

NO. No. – DGT-11011/24/2022-O/o Dir (CFI)

Government of India
Ministry of Skill Development & Entrepreneurship
Directorate General of Training

Employment Exchange Building, Library Avenue,
 Pusa Campus, New Delhi-12, Dated: 12.06.2023

To

1. The Regional Directors, RDSDEs, DGT, MSDE
2. The Principals, NSTIs/ NSTIs(W), DGT, MSDE
3. The Principals of Govt./Pvt. IToTs

Subject: - Programme of All India Trade Test of Craft Instructor under CITS (Annual System) Main Exam (Session 2022-23) and Supplementary Exam (Sessions 2020-21 & 2021-22) in July – August 2023 -regarding.

It has been decided to conduct the All India Trade Test of Craft Instructor under CITS (Annual System) Supplementary Exam July- August 2023 as per the programme given below: -

DATE	TIME	Engg. /Non-Engg. Trades	REMARKS
31.07.2023 (Monday)	09.30 AM to 12.30 PM	Engineering Drawing*	*For all Engineering Trades (Excluding RODA, DMM, DMC, Surveyor, IDD and Architectural Draughtsman)
	02.30 PM to 05.30 PM	Soft Skills Practical	
01.08.2023 (Tuesday) & 02.08.2023 (Wednesday)	09.30 AM to 06.00 PM	Trade Practical	
03.08.2023 (Thursday) & 04.08.2023 (Friday)	09.30 AM to 06.00 PM	Training Methodology (Practical)	
07.08.2023 (Monday) & 08.08.2023 (Tuesday)	Online examination for Theoretical Subjects (Trade Theory, Workshop Calculation & Science, Workshop Calculation, Workshop Science, Soft Skills and Training Methodology) Time and venue of Examination Centres etc. will be printed on Hall Ticket		

(Lunch break from 01.00 PM to 01.30 PM for Practical Exam only)
30 minutes time to be given to each trainee for Teaching Demonstration.

Note: - The practical test may be conducted up to 6.00 PM on each day depending upon the duration of the question paper. The question papers (Password protected) of Engg. Drawing and Practicals will be provided through e-mail by NIMI Chennai half an hour before the commencement of exams on respective dates as per prevailing practice.

In case of any query, please contact the following persons from NIMI, Chennai as given below: -

- (i) Ms. Kirthika – 9498087085
- (ii) Mr. Anup Wasnik - 9498069086



(Ishwar Singh)
Director (CFI)

Copy to: -

1. Sr. PPS to Secretary, MSDE
2. Sr. PPS to DG/AS, DGT
3. Sr. PPS to DDG, DGT (H.Q.), DDG (Southern Region) and DDG (Eastern Region)
4. Executive Director, NIMI for kind information & necessary action
5. Director, (TT & IT) Cell, DGT
6. DGT / NCVTMIS website
7. M/s NSEIT Limited for kind information and necessary action

इश्वर सिंह/ISHWAR SINGH
 (आई एस डी एस) /Director (ISDS)
 निदेशक महानिदेशालय/Directorate General of Training
 कौशल विकास एवं उद्यमशीलता मंत्रालय
 Ministry of Skill Development and Entrepreneurship
 भारत सरकार/Govt. of India
 पूसा कॉम्प्लेक्स, रोजगार विनिमय भवन, नई दिल्ली
 Pusa Complex, Employment Exchange Building, New Delhi

ANNEXURE-I
GENERAL INSTRUCTIONS AND GUIDELINES
GENERAL INSTRUCTIONS

- i. All stakeholders are requested to check NEWS & UPDATES daily on NCVT MIS Portal & NIMI Chennai for the latest information regarding the AITT examination.
- ii. The question papers of AITT of Craft Instructor under CITS (Main & Supplementary exam) July-August 2023 Exam for Practicals & Engineering Drawing (ED) of all trades will be provided by NIMI, Chennai.
- iii. Standard operating Procedure (SOP) and guidelines issued from State Government / Central Government and Local authority, if any, as applicable for Covid-19 shall be strictly followed by all Stakeholders while conducting the Examination.
- iv. No examinee shall adopt any kind of unfair means during the conduct of examinations and thereafter. If any examinee is found doing so stringent disciplinary actions along with debarment from any examinations conducted by DGT, MSDE shall be initiated.

EXAMINATION GUIDELINES

A. Eligible Candidates

- i. Eligible candidates include: - Regular candidates of CITS (Annual System) for the academic year 2022-23 are fulfilling the eligibility criteria as below parameter are eligible to appear in the exam.

S. No.	Parameter	Eligibility Criteria for Hall Ticket Generation
1.	Biometric Attendance	$\geq 80\%$
2.	Formative Assessment	$\geq 60\%$
3.	CBT Examination fee	Yes

- ii. The cut-off date for marking bio-metric attendance for trainees for the academic session 2022-23 was up to 14.07.2023.
- iii. Eligible candidates include: - CITS candidates of Ex-Failed / Absent candidates of AITT of Craft Instructor under CITS annual conducted Supplementary exam in February 2023 for the academic session 2020-21 and 2021-22.
- iv. Candidates without Portal-generated Hall Ticket will not be allowed to appear in AITT.
- v. Candidates are requested to check the notification on NIMI Portal for the generation of Hall Tickets, in case of any issues in generating the same trainees must contact the following persons from NIMI is given below: -
 1. Ms. Kirthika – 9498087085
 2. Mr. Anup Wasnik - 9498069086



B. Examination Fee

As per letter no. MSDE – 18011/06/CTS Tender/2022-TTC (e-file- 33531) dated: 03rd September 2021 examination fee are given below:

S NO	Tarde Type	Grouping of Trade	CBT (No. of Paper)	Fee Amount (Rs.)	Remarks
1	Engineering	Draughtsman Group	04	702/-	(Rs. 163/- per Trainee per Paper) + Rs. 50/- NIMI charges for all category trainees
2	Engineering	Draughtsman Group	03	539/-	(Rs. 163/- per Trainee per Paper) + Rs. 50/- NIMI charges for all category trainees
3	Engineering	Draughtsman Group	02	376/-	(Rs. 163/- per Trainee per Paper) + Rs. 50/- NIMI charges for all category trainees
4	Engineering	Draughtsman Group	01	213/-	(Rs. 163/- per Trainee per Paper) + Rs. 50/- NIMI charges for all category trainees
5	Engineering	Non - Draughtsman Group	03	539/-	(Rs. 163/- per Trainee per Paper) + Rs. 50/- NIMI charges for all category trainees
6	Engineering	Non - Draughtsman Group	02	376/-	(Rs. 163/- per Trainee per Paper) + Rs. 50/- NIMI charges for all category trainees
7	Engineering	Non - Draughtsman Group	01	213/-	(Rs. 163/- per Trainee per Paper) + Rs. 50/- NIMI charges for all category trainees
8	Non -Engineering	All trades of Non-Engineering	03	539/-	(Rs. 163/- per Trainee per Paper) + Rs. 50/-

					for all category trainees
9	Non -Engineering	All trades of Non-Engineering	02	376/-	(Rs. 163/- per Trainee per Paper) + Rs. 50/- NIMI charges for all category trainees
10	Non -Engineering	All trades of Non-Engineering	01	213/-	(Rs. 163/- per Trainee per Paper) + Rs. 50/- NIMI charges for all category trainees

C. Venue of Exam / Exam Centres

1. Exam Centre for CBT for the admitted/ trained trainees shall be held at the nearest NSTIs(G) / NSTIs (W)/ (Govt. & Pvt.) IToTs
2. Self Centre for Engineering Drawing, Trade Practicals, Soft Skills (Practical) and Training Methodology (Practical) at NSTIs(G) / NSTIs (W)/ State Govt. IToTs.
3. For Private IToTs for Engineering Drawing, Trade Practicals, Soft Skills (Practical) and Training Methodology (Practical) exam Centre should be at the NSTI/Govt. ITI /State Govt. IToT in strict supervision of a minimum of two officers not below the rank of Training Officers.
4. The decision for assigning the exam centre shall be taken by the CFI Section, DGT / Controller of Examination. No request for change in the exam centre shall be entertained in any case.

D. Role of Regional Director, RDSDE: -

- i. Responsible for the smooth conducting of the examination.
- ii. Allocation and availability of duties of Exam Supervisor, Invigilators and other supporting staff.
- iii. Appointment and availability of Examiners/Evaluators for Engg. Drawing and Practicals examination.
- iv. All RDSDEs ensure through the deployed officers that all exams (CBT, Trade and Training Methodology Practical) are Videography and Biometric attendance is being recorded.
- v. All RDSDEs are requested to provide the list of external examiners for offline exams (Engineering Drawing, Soft Skills, Trade Practical & Training Methodology Practical) for the CITS examination to the CFI Section, DGT(H.Q.), New Delhi.

- vi. Video recording should cover the entire duration of the CITS examination covering each trainee undertaking exam.
- vii. Videography as above should also be carried out for NSTI and State Govt. IToTs trainees in a similar manner.
- viii. Arrangement of CCTV surveillance at entry, exit and examination rooms and recording of CCTV footage will be ensured. The recording will be kept with the examination in charge so as to produce the scene as and when required for future reference.
- ix. Receiving of password for question paper of ED and Practicals from NIMI, Chennai.
- x. Multiplication of question papers as per requirement.
- xi. Evaluation of Engg. Drawing & Practicals examinations.
- xii. Preparation of result sheet of Engg. Drawing & Practicals and submission to NIMI Chennai for compilation and one copy to CFI Section, DGT (HQ) for record purposes by the end of examinations.
- xiii. Ensure the compliance of the Guidelines and SOP regarding the safety of staff and trainees from COVID-19, issued by the Ministry of Home Affairs / State Govt. / Ministry of Health & Family Welfare in this regard from time to time.

E. Role of NIMI / NSEIT Limited: -

- i. Planning for CBT as per details of candidates who applied for CITS annual system (Main and Supplementary exam) July- August 2023 to NIMI portal and concurrence of CFI Section, DGT(HQ).
- ii. Registration of candidates and examination fee link available on the NIMI Portal. The link will be www.nimionlineadmission.in
- iii. Centre Mapping for Practical, Engineering Drawing, online examinations by M/s NSEIT Limited and sharing of the list of candidates to concerned RDSDE and CFI Section DGT.
- iv. Generation and Issuance of Admit Card / Hall Tickets through the NIMI Portal/email of the candidates.
- v. Entertain grievances received by candidates related to registration, CBT exam, practical's exam etc.
- vi. Smooth conduction of CBT.



- vii. Compilation of Final Result and Submission to CFI Section, DGT (HQ) in given Templates for onward submission to M/s WIPRO for declaration of result and issuance of e-marksheet / e-certificate to the candidates through NCVT MIS Portal.

F. Examination Pattern, Question Paper and Duration of Examination

- i. **The passing marks percentage of theoretical papers will be 40% and Practical papers and Formative Assessment will be 60% of the examination.**
- ii. Exam in the subject of Engineering Drawing for all Engineering Trades shall be of the conventional type as per prevailing practice with **3 hours duration** (for each exam) and **maximum marks shall be 50** for each examination.
- iii. Engineering Drawing exam to be attempted on Drawing Sheet.
- iv. Question papers for Engineering Drawing and Practical examinations will be provided by NIMI, Chennai to Regional Directorate concerned. Regional Directorate concerned to provide the same to all exam Centres through Password protected email and the Password has to be shared 30 minutes prior to the scheduled time of the exam via e-mail.
- v. There will be no negative marking for wrong answers.
- vi. Trade Name, Trade Code, Subject, as applicable, Maximum Marks and Exam Duration shall be mentioned on the top of the question paper for both Engineering Drawing (ED) and Practicals.
- vii. Bill of Material will be provided by NIMI Chennai to all RDSDE at least 15 days before the commencement of the Practical exam to enable them to procure raw material well before the exam.

G. Instructions for Trade Testing Centers

- i. The exam centre should ensure the timely purchase of raw materials as per the Bill of Material provided for both Practical and ED examinations well before the schedule of the exam. The exam centre shall ensure the readiness of examination room/ hall workshops and equipment's well before the scheduled examination date.
- ii. **Institute self to incur expenses for examinations including but not limited to exam invigilators, external examiners, stationaries, Videography etc. from their budget.**
- iii. All NSTIs /NSTIs(W) /Govt. IToTs will be Centres for conducting Practical & Engineering Drawing examinations. For Private IToTs, State Govt. ITIs will be exam Centres for conducting Practical & Engineering Drawing examinations.
- iv. Facility for multiplication (creating copies) of ED and Practical exam question papers must be available in-house in the exam centre. Photocopy of question paper from outside of the exam centre or movement of question paper outside the exam centre premises before completion of the exam is strictly prohibited.
- v. The concerned Trade Testing Center must confirm the appointment of an Examiner for all trades and units appearing for examination at least 3 days before the scheduled examination as per the guidelines.



- vi. The concerned Trade Testing Center must ensure that unit, trade and exam-wise attendance sheet of trainees appearing for examination is prepared before the day of the examination. The same must include Roll Number as per the NIMI portal and should be provided to Examiner for a concerned unit.
- vii. Standard operating Procedure (SoP) and guidelines issued from the Ministry of Home Affairs, State Government / Central Government and Local authority as applicable for Covid-19 protection, if any, shall be strictly implemented by the Trade Testing Centers.
- viii. Concerned Trade Testing Centre shall be responsible for any malpractice, leakage of the question paper.
- xiv. Arrangement / Procurement of Raw Materials as per Bill of Material (BoM).

H. Instructions for Trainees Appearing in the Examination

- i. All trainees must **USE ONLY NIMI ALLOTTED ROLL NUMBERS AND TRADE CODE PRINTED ON ADMIT CARD** during the examinations.
- ii. Trainees must cross-check their personal details and details of exams appearing in as provided on the admit card (hall ticket) at the time of generating the admit card/hall ticket.
- iii. All trainees must report at the exam centre at least one hour before the time of commencement of the exam.
- iv. Examinee must use half an hour of extra time given before the exam to fill all the details correctly on the Answer Sheet of ED & Practical exams as printed on the admit card/hall ticket. The examinee is solely responsible for the particulars filled by him and no grievance/classification shall be entertained in this regard.
- v. For any other clarification, the trainees may contact the concerned NSTI's/RDSDEs/NIMI helpline number from time to time. **They may also visit the DGT website (dgt.gov.in) and NIMI Portal** from time to time for any addition and alteration in the above information.
- vi. Standard Operating Procedure (SoP) and guidelines issued from the Ministry of Home Affairs, Central Government/ State Government and Local authority, if any, as applicable for Covid-19 prevention must be strictly followed by all trainees.

I. Appointment of Examiner and Standard Operating Procedure

- i. Appointment of Examiner-Regional Director, RDSDE shall prepare a panel of Examiner / Evaluator.
- ii. Evaluator Qualification - The evaluator called for evaluation should have the minimum technical qualification of a diploma in the respective engineering/non-engineering discipline. In case sufficient diploma holders are not available then an instructor having qualification of NTC with minimum 03 years of teaching experience may also be appointed as examiner.



- iii. One examiner shall not evaluate more than 2 units in the practical examination of the concerned trade in one session/exam i.e. at least one external examiner must be appointed for every 2 units of trainees appearing for the examination.
- iv. External Examiner / Evaluator will evaluate the practical job and Engg. Drawing sheets (ED) and submit the result on the same day to TT Cell.
- v. Invigilators on duty should ensure that the trainee fills in all the details correctly like Roll Number (as per Admit Card/ Hall Ticket), Year, Paper etc. in the prescribed place. The wrong entry of data may affect the result of that paper.
- vi. The examiner should report at the exam centre at least one hour prior to the commencement of the examination and report to the exam centre in charge.
- vii. The examiner should get an attendance sheet of trainees having a photograph of the trainee from the exam centre in charge.
- viii. All Engineering Drawing Answer sheets will be collected in their respective NSTIs / NSTIs(W)/ (Govt. & Pvt.) IToTs by the evaluator at the end of the exam.
- ix. The examiner should evaluate the job prepared and the operation performed by the trainee during the execution of the job.
- x. Duly filled in and signed copy of a detail of marks obtained by the trainees in ED & Practicals should be submitted to NIMI Chennai through RDSDE concerned.

J. Appointment of Observer and Standard Operating Procedure

- i. The Regional Director shall appoint a Centre observer for all exam centres on each day of the examination. The observer would submit a report to CFI Section within 01 week from the last date of the trade test through RD with a copy to the Controller of Examination.
- ii. The appointment letter/deputation letter has to be issued to the observer by RDSDE specifying the schedule of examination and list of exams centre.
- iii. The observer should keep a copy of the letter issued and a photo id proof while reporting at the exam centre.
- iv. The observer should report to the exam centre in charge at the exam centre at least 01 hour prior to the commencement of the examination.
- v. The observer should be available for full-time of examination if deputed for a single exam centre.
- vi. The observer should submit a detailed report of the day-to-day activity of the examination along with a video recording of the examination to the deputing authority / Controller of the examination.
- vii. In case some major deviations from the prescribed norms in conducting the examinations are brought to the notice of authorities' stringent action will be taken by DGT may lead to debarment of the test centre or cancellation concerned trade test leading to candidates re-appearing in subsequent AITT exam or both.

K. Appointment of Flying Squad and Standard Operating Procedure

- i. Regional Director would constitute a flying squad consisting of senior officers who would visit the trade testing centre for a surprise check and submit the report to the Regional Director with a copy endorsed to DGT, highlighting the various observation made during the visit. The report should be submitted within 02 days from the last date of the trade test.
- ii. The flying squad should keep a copy of the letter issued and a photo Id proof while visiting at the exam centre.
- iii. The flying squad should visit the trade testing centre for a surprise check and submit the report to Regional Director, RDSDE with a copy endorsed to DGT, highlighting the various observation made during the visit.

L. Instructions for the preservation of answer sheets and evaluation

- i. The Engg. Drawing sheets and Trade Practicals should be evaluated at the respective Trade Testing Centre (TTC) by the examiner/evaluator and the evaluated Engg. Drawing & Practical jobs should be preserved for a minimum of six months.



